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# **NASA Procedural Requirements**

**NPR 3600.2B**Effective Date: September 23,  
2019Expiration Date: September 23,  
2029**COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**

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## **NASA Telework Program Updated w/Change 2**

**Responsible Office: Office of the Chief Human Capital Officer**

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## STUFF

Chg#	Date	Description/Comments
1	07/27/2020	<p><b>Updated directive to comply with new 1400 Compliance requirements and administrative changes to include:</b></p> <p>Paragraph 1.2.1, c.: Removed outside commuting area from sentence due to an administrative change to comply with regulation 5 CFR 531.605. Paragraph 2.1.1, a.: Removed character error in sentence and included available. Paragraph 5.1.2: Removed paragraph to comply with regulation 5 CFR 531.605. Paragraph 6.1.1: Removed outside the commuting area from sentence. Paragraph 6.1.2: Moved language regarding defining the local commuting area to paragraph 6.5.4. Appendix A. Definition: Removed outside the commuting area from the remote work definition.</p>
2	05/13/2022	<p><b>Updated directive to clearly articulate lines of authority and reflect current statutes.</b></p> <p>Chapter 1: Requirement to report two days per pay period, added verbiage articulating the minimum reporting requirements as required by regulation.</p> <p>Chapter 3: NPR Eligibility: Removed telework ineligibilities not required by law. The change also requires supervisors to contact HR prior to approving/denying telework for disciplinary or conduct issues not cover by the Telework Act.</p> <p>Chapter 6: Remote Work: Updated information on foreign remote work to align the current agency policy prohibiting foreign remote work.</p> <p>Chapter 6: 6.6 Approval Authority: Added HQ's organizations and mission support enterprise organizations to the list of organizations that are responsible for determining the level of approval for remote agreements.</p>

# Preface

## P.1 Purpose

This directive establishes procedural requirements and responsibilities for the administration of the Agency's telework program in accordance with 5 U.S.C. Chapter (ch.) 65. Consult with Human Resources (HR) for further information and guidance.

## P.2 Applicability

- a. This directive is applicable at NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.
- b. Any reference to Center Director(s) includes the Executive Director for Headquarters Operations and the Executive Director of the NASA Shared Services Center (NSSC).
- c. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

## P.3 Authority

Telework, 5 U.S.C. Chapter (ch.) 65.

## P.4 Applicable Documents and Forms

- a. Telework Managing Officer, 5 U.S.C. § 6505.
- b. Determining an Employee's Official Worksite, 5 CFR § 531.605.
- c. Definitions, 5 CFR 550.703.
- d. Weather and Safety Leave, 5 CFR Part (pt.) 630, Subpart (subpt.) P.
- e. NPR 1800.1, NASA Occupational Health Program Procedures.
- f. NPR 3713.1, Reasonable Accommodation Procedures.
- g. NPR 9710.1, General Travel Requirements.
- h. Office of Personnel Management (OPM) Guide to Processing Personnel Actions.
- i. Notification of Personnel Action, OPM Standard Form (SF) 50.

## **P.5 Measurement/Verification**

The Chief Human Capital Officer (CHCO) establishes Agency goals and reporting requirements to monitor and evaluate the effectiveness of NASA's Telework Program in accordance with 5 U.S.C. ch. 65, specifically with regard to increasing participation to the extent practicable and actions to identify and eliminate barriers to maximizing telework opportunities.

## **P.6 Cancellation**

NPR 3600.2A, NASA Telework Program, dated December 19, 2014.

# Chapter 1. General

## 1.1 Overview

Telework can benefit both managers and employees in the following ways: enhance the recruitment and retention of a high-quality diverse workforce; assist in providing reasonable accommodations to individuals with disabilities, including employees who have temporary or continuing health conditions; provide for the continuity of operations during national or regional emergencies; reduce transportation-related stress and costs; improve morale by allowing employees to balance work and family demands; and encourage the highest employee productivity toward the accomplishment of the Agency's mission.

## 1.2 Alternative Work Arrangements

1.2.1 The Agency Telework Program includes the following alternative work arrangements:

- a. Routine telework - work that is performed at an approved alternative worksite (normally the employee's home residence) on an approved recurring schedule (e.g., one or more days per week or pay period). Routine teleworkers must be scheduled, and report, to work at the official worksite for a minimum of two days per pay period unless the employee has an approved absence, is on travel, or is covered by an approved exception outlined in Chapter 5.2 of this NPR.
- b. Situational telework - work that is performed at an approved alternative worksite on an occasional, one time, or irregular basis. It includes emergency telework as a result of inclement weather; a medical appointment; or a special work assignment. Situational telework is also referred to as episodic, intermittent, unscheduled, or ad-hoc telework. Situational teleworkers must be scheduled, and report, to work at the official worksite for a minimum of two days per pay period unless the employee has an approved absence, is on travel, or is covered by an approved exception outlined in Chapter 5.2 of this NPR.
- c. Remote work - For the purpose of this directive, a work arrangement in which the employee works at an approved alternate worksite (e.g. residence). The employee is not expected to regularly report to the regular worksite at least twice in a biweekly pay period. To be considered remote work, a temporary exception has not been granted and the approved alternate worksite is documented on the employee's SF-50.

1.2.2 Eligibility for the Agency telework program does not confer an entitlement; participation is voluntary and subject to supervisory approval based on the needs of the organization to perform its mission. Eligibility requirements are described in chapter 3 of this directive.

# Chapter 2. Responsibilities

## 2.1 CHCO

2.1.1 The CHCO is responsible for:

- a. Ensuring that the Agency Telework Program and this directive comply with 5 U.S.C. ch. 65 available and accessible to the workforce.
- c. Developing and implementing Agency-wide telework/remote work agreements.
- d. Ensuring procedures are in place for collecting and reporting data and analysis to support Agency requirements or in response to external reporting requirements.

## 2.2 Telework Managing Officer (TMO)

The TMO serves as NASA's telework program key advisor and policy developer and performs the duties outlined in 5 U.S.C. § 6505.

## 2.3 Chief Information Officer (CIO)

The CIO is responsible for providing information technology infrastructure, policies, and tools that support and enable the workforce to effectively perform their assigned duties while in a telework/remote work status at an approved alternative worksite.

## 2.4 Officials-in-Charge of Headquarters Offices (OICs) and Center Directors

2.4.1 OICs and Center Directors are responsible for:

- a. Ensuring that subordinate managers and supervisors fully support and encourage telework as an alternative work arrangement for eligible employees.
- b. Ensuring that all eligible employees have the opportunity to participate in the telework program to the maximum extent possible without diminishment in performance or negative impact to the Agency's mission.

## 2.5 Servicing Human Resources Directors (HRDs)

2.5.1 Servicing HRDs (or designees) are responsible for:

- a. Implementing telework in accordance with 5 U.S.C. ch. 65 and this directive.
- b. Advising and assisting management officials on the program requirements and providing timely reports to the TMO to meet Agency data collection requirements.

c. Annually, or more frequently as required, evaluating their local telework program to assess participation trends against Agency goals and identify and recommend program improvements, as necessary.

## 2.6 Supervisors

2.6.1 Supervisors are responsible for:

a. Determining employee eligibility to participate in the telework program in accordance with chapter 3 of this directive and documenting that determination in the time and attendance system.

b. Prior to approving an employee's request for telework or remote work:

(1) Ensuring the time and attendance system reflects that the employee is eligible to participate in the telework program.

(2) Reminding telework-ready employees (i.e., employees on approved telework agreements) of the requirement to be prepared to telework when there is an anticipated weather or safety-related event.

(3) Ensuring employees who are approved for telework/remote work at NASA on or after December 9, 2010, have completed required telework training, available in the System for Administration, Training, and Educational Resources for NASA (SATERN).

(4) Using the telework or remote work agreement as a framework for discussion. The discussion should include:

(a) Expectations on maintaining contact with the organization and customers while in a telework/remote work status.

(b) Work assignments that are conducive for telework.

(c) Equipment and technical support, including the handling of equipment problems.

(d) Telework schedule.

(e) Procedures for requesting telework/remote work or changing an approved agreement.

(f) Leave requests while in a telework status.

(g) Recording telework/remote work hours in the time and attendance system.

(h) Expectations during an emergency situation.

c. Approving telework or remote work requests by completing the relevant Agency Agreement.

d. Consulting with the Center Equal Employment Opportunity (EEO) Office Disability Program Manager in accordance with NPR 3713.1 when an employee requests to telework/work remotely based on the need for reasonable accommodation due to a disability or medical condition.

e. Ensuring that teleworkers utilize the same time and attendance rules as non-teleworkers, including procedures for requesting leave, overtime, or compensatory time.

f. Ensuring that telework/remote work hours worked by an employee are coded accurately to reflect use of telework/remote work prior to approving an employee's timesheet in the time and attendance



system.

- g. Coordinating requests from employees for remote work with HR prior to approving such requests in accordance with this directive.
- h. Upon approving remote work for a current employee, submitting a request for personnel action to HR to document the change to the employee's duty station to the approved alternative work location (e.g., the employee's home city/county/state).
- i. Coordinating decisions to authorize a remote work arrangement for a recruitment action in accordance with this directive.
- j. Terminating a telework or remote work agreement any time the work arrangement fails to meet the needs of the organization or when an employee's eligibility status changes based on the criteria in chapter 3 of this directive.
- k. Periodically reviewing an established telework/remote work agreement with the employee.
- l. Complying with the terms of the supervisor certification as specified in telework/remote work agreement.
- m. Ensuring that teleworkers, remote workers, and non-teleworkers are treated the same for purposes of job performance appraisals, work assignments and requirements, training, development, awards, advancement, reduction in grade, retention, removal, and other employment matters involving managerial discretion.
- n. Ensuring teleworking employees report to the official worksite for a minimum of two days per pay period unless the employee is on approved leave or covered by an approved exception outlined in Chapter 5.2 of this NPR. Supervisors may make individual determinations on an employee's telework arrangements based on the employee's work schedule, the hours an employee is scheduled to work on a telework day, etc.

## 2.7 Employees

### 2.7.1 Employees are responsible for:

- a. Completing mandatory telework training prior to establishing an agreement to participate in the telework program in accordance with this directive.
- b. Requesting approval for telework or remote work by completing the applicable Agency-approved agreement request located in the time and attendance system; no other agreements are authorized.
- c. When a request for telework or remote work is based on the need for reasonable accommodation due to a disability or medical condition, following the procedures described in NPR 3713.1.
- d. Being prepared to telework during an anticipated weather/safety event.
- e. Recording telework/remote work hours worked with the appropriate labor code and payroll designation code on their timesheets in the time and attendance system.
- f. Complying with the terms of an approved telework/remote work agreement.
- g. Adhering to all Agency and Center policies, procedures, security requirements, and property

management regulations, concerning the removal and safeguarding of NASA property and equipment.

h. Being accessible and available to the supervisor, organization, and customers during established working hours while in a telework status.

i. For situational or routine teleworkers, understanding that they may be required to report to their official worksite due to workload demands or other official purposes in lieu of scheduled telework.

j. Understanding that working at an alternative worksite is not a substitute for dependent or elder care.

## Chapter 3. Eligibility Requirements

3.1.1 All civil-service employees are eligible to participate in the telework program with the following exceptions:

a. The position requires regular and recurring handling of classified materials.

*Note: employees whose duties primarily involve classified materials may telework to perform non-classified work assignments or training.*

b. The employee performs onsite activities on a daily basis that cannot be conducted at an alternative worksite.

c. The employee has been officially disciplined for absence without leave exceeding five days in a calendar year.

d. The employee has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties.

3.1.2 Although the above criteria establish when an employee is eligible to participate in the telework program, eligibility does not equate to an entitlement for telework or remote work. Employee's participation is voluntary and subject to supervisory approval. A supervisor may deny an eligible employee's request for mission-related reasons and when it is in the best interest of the organization, e.g., based on staffing needs.

3.1.3 Prior to approving or denying telework for the below, supervisors must contact the Servicing HR Office to coordinate whether telework will best support the organization for:

a. Employees who have been disciplined for actions not covered by 3.1.1.

b. Supervisors who have concerns about an employee's performance.

## Chapter 4. Training Requirements

Employees shall successfully complete telework training (currently available in SATERN) before entering into a written telework or remote work agreement, unless the employee was approved for and working under a telework or remote work agreement at NASA before December 9, 2010.

# Chapter 5. Worksite and Equipment

## 5.1 Worksite/Duty Station

5.1.1 For employees covered by a telework agreement for routine or situational telework, the permanent duty station (PDS) is the location of the regular worksite of the employee's position (i.e., the place where the employee would normally work absent a telework agreement). PDS for remote work arrangements is defined in Section 6.1.1 of this NPR.

## 5.2 Temporary Exceptions to Telework Arrangements

5.2.1 An authorized management official may approve an exception to the twice-in-a-pay-period requirement to address certain situations in accordance with 5 CFR § 531.605. For example, when an employee is recovering from an injury or medical condition or the employee is affected by an emergency situation, which temporarily prevents the employee from commuting to his or her regular worksite.

5.2.2 Management officials may only authorize a temporary exception when the employee retains a residence in the commuting area of the regular worksite and the employee is expected to return to the worksite in the near future (i.e., within one year) or when otherwise authorized under law or regulation (e.g., during an investigation.)

5.2.3 For employees who have received approval by an authorized management official for a temporary exception to the twice-in-a-pay-period reporting requirement to the regular worksite, the PDS is the location of the regular worksite of the employee's position (i.e., the place where the employee would normally work absent a telework agreement).

## 5.3 Equipment/Information Technology (IT)

5.3.1 To the extent permitted by Federal laws, regulations, and Agency policies and procedures, IT and/or communication equipment, software, etc., will be provided by the Agency to a teleworker or remote worker. The equipment should be determined necessary for the performance of the employee's assigned duties, reasonably available, cost effective, and subject to the availability of funding.

5.3.2 While working at an alternative worksite, teleworkers/remote workers shall comply with Government-wide regulations and Agency policies and procedures for the safeguarding of information technology resources and information, including the appropriate use of removable media and cloud computing.

5.3.3 The Agency assumes no responsibility for any operating costs, including home maintenance, insurance, personal equipment, utilities, internet and phone services associated with an employee's use of a personal residence as an alternative worksite.

# Chapter 6. Remote Work

## 6.1 Overview

6.1.1 This chapter provides procedural requirements for the request and approval of a remote work arrangement that allows an employee to perform work at an approved alternative location (i.e., employee's residence) on a long term basis. The employee's official PDS is the location of the remote work site.

6.1.2 Although remote workers are not technically considered teleworkers, they administratively fall under the Agency telework program. Telework requirements in this directive, including eligibility, employee requests, training, equipment, agreements, and reporting apply to remote workers. Participation is voluntary and subject to supervisory approval based on the needs of the organization to perform its mission effectively and efficiently.

6.1.3 Remote work may be authorized to help organizations recruit new employees with hard-to-find skill-sets in the local commuting area or to retain current employees who may otherwise leave the Agency due to relocation. For recruit actions, the authorization of remote work will be clearly stated in the vacancy announcement.

6.1.4 Employees on approved remote work agreements are expected to work during a weather/safety event affecting the employing organization. The employee may be approved for weather/safety leave only if the supervisor determines that a weather/safety event directly impacts the employee's ability to perform work at the approved alternate worksite.

6.1.5 This chapter does not cover employees on a telework agreement that have been approved to telework full time under a temporary exception in accordance with section 5.2 of this directive.

6.1.6 Remote work shall only occur within the United States and its territories.

6.1.7 The next step is to perform a cost analysis by determining the direct cost and/or savings of a remote work arrangement outside the commuting area. The local commuting area is defined in 5 CFR 550.703 as an area in which employees live and can reasonably be expected to travel back and forth to work on a daily basis. The Servicing Human Resources (HR) office is responsible for coordinating with the Office of the Chief Finance Office and the Center Office of the Chief Counsel or the Office of General Counsel (for Headquarters personnel), to determine the local commuting area.

## 6.2 Management Considerations

When considering approval of a remote work arrangement, management should be aware that required relocation costs are likely to be much greater than the cost of occasional trips back to the regular worksite. Therefore, unless there is a major problem with the remote work arrangement, such as the employee no longer meets eligibility requirements, management should ensure to the best of their ability that the arrangement is beneficial to all parties prior to approving the remote work arrangement because it will be expensive and disruptive to terminate.

## 6.3 Change in Duty Station

6.3.1 Approval of remote work for a current Agency employee requires a documented change in the employee's official PDS, which may impact the employee in a number of ways, including pay, travel reimbursement, Reduction-in-Force competitive area, and unemployment compensation.

6.3.2 The supervisor shall document the change by submitting a request for personnel action to change the employee's PDS to be effective at the beginning of the pay period when the employee is approved to start work at the new permanent duty location. The personnel action may reflect a change in duty station; however, when an employee moves to a PDS that causes a locality pay change, a pay adjustment is required in accordance with the OPM Guide to Processing Personnel Actions.

## 6.4 Travel Reimbursement

6.4.1 The employee's official worksite or PDS is the official location of the employee's position of record as stated on the employee's SF-50. Supervisors considering remote work locations for their employees need to take into consideration budget implications based on how often the employee will need to physically report to the regular (i.e., organization's) worksite.

6.4.2 Travel costs for remote workers traveling back and forth to the regular worksite will be reimbursed in accordance with NPR 9710.1. Additionally, if management decides to relocate the employee back to the regular worksite, the employee is entitled to a Government reimbursed move based on a management-directed reassignment. For example, if the employee's regular worksite is in Washington, DC, and the remote PDS is in Boston, MA, the employee is entitled to receive travel and/or relocation benefits when required to travel back to Washington, DC, or relocate to the DC worksite permanently.

6.4.3 Remote work is a voluntary program; relocation expenses to the alternative worksite are not authorized. If an employee voluntarily moves back to the regular worksite, a Government reimbursed move is not authorized.

6.4.4 When considering employees for remote work, supervisors will complete a cost and benefit analysis that includes cost of travel back to the regular worksite. The analysis should also estimate travel costs to other locations where the employee is reasonably expected to travel from their remote work location as compared to travel costs from the organization's location.

## 6.5 Procedures

6.5.1 Employees should initiate a request to their supervisor at least 60 days prior to the desired effective date of a remote work arrangement.

6.5.2 When deciding on whether or not to support a request or to offer a remote work arrangement for recruitment purposes, supervisors need to assess each case carefully. In addition to evaluating the potential benefits that serve the best interest of the Government, the supervisor needs to consider potential costs and pitfalls to approving a remote work arrangement on a permanent basis.

6.5.3 To begin the assessment process, supervisors will review the job duties to determine if they can be successfully performed remotely and determine the business based reason to enter a remote work



agreement. For example, will it result in retaining an employee who would otherwise leave the Agency. Supervisors should also consider whether or not approval of a remote work arrangement negatively impacts the work/mission of the organization or other employees currently assigned to the organization.

6.5.4 At a minimum, the documented cost assessment should include the following data:

- a. Estimated annual travel costs to and from the remote worksite to the regular (i.e., organization's) worksite.
- b. Any change in salary based on the pay locale of the remote worksite.
- c. Any additional expenses associated with IT services, software, and/or hardware to support the remote work arrangement.
- d. Document the benefits of the work arrangement that provide evidence that approval of remote work will either result in cost savings or outweigh any additional costs to the Agency's budget.

## **6.6 Approval Authority**

6.6.1 First-level supervisors may support or deny a request for remote work. Requests that are supported by the supervisor shall be coordinated with HR and approved by a higher level management official.

6.6.2 Centers, Headquarters Organizations, and Mission Support Enterprise Organizations have discretion in determining the final approval level. The approving official will be at least one level above the first level supervisor and documented on the remote work agreement.

## **6.7 Discontinuation of a Remote Work Arrangement**

6.7.1 Once a remote work agreement is approved, a subsequent management decision to discontinue or terminate the work arrangement that requires the employee to relocate to the organization's worksite (i.e., a management-directed reassignment outside of the commuting area) will be coordinated with HR and the OCC (OGC for Headquarters) to ensure all statutory and regulatory requirements are met.

6.7.2 A management-directed reassignment entitles the employee to a government reimbursed move, unless:

- a. The remote work arrangement is temporary in nature in accordance with section 5.2 of this directive.
- b. The remote work arrangement is terminated at the request of the employee. This is considered an employee voluntary action.
- c. When the work arrangement has directly contributed to a performance issue.

6.7.3 If an employee declines to relocate to the organization's location, management may propose the employee's removal from Federal service for failure to accept a management-directed reassignment in accordance with applicable regulations.





# Chapter 7. Workers' Compensation and Liability

7.1 Teleworkers and remote workers are covered by the Federal Employees Compensation Act. On-the-job injuries or accidents will be brought to the immediate attention of the employee's supervisor and are subject to investigation. Specific requirements for employees and supervisors are detailed in NPR 1800.1.

7.2 The Agency is generally not liable for damages to the employee's real and/or personal property while the employee is working at the approved alternative worksite. Requests for advice and assistance regarding legal claims or other liabilities will be referred to the Office of the General/Chief Counsel.

## Chapter 8. Schedule Modification and Termination of Telework Agreements

The following only applies to routine or situational teleworkers:

- a. Supervisors may require employees approved for routine or situational telework to report to their regular worksite on a scheduled telework day to accommodate workload demands or for other official purposes.
- b. Employees may request a change to their scheduled telework day(s) in a particular week or biweekly pay period or alternative worksite. Supervisors should accommodate these requests, whenever possible, consistent with mission requirements.
- c. Termination of a telework agreement can be initiated by either the supervisor or the employee. If the supervisor decides to terminate a telework agreement, they will provide advance notice to the employee along with the reason(s) for termination.

# **Chapter 9. Continuity of Operations (COOP) during National and/or Regional Emergency Situations and Excused Absences**

## **9.1 COOP**

9.1.1 During an emergency situation, including a Pandemic Health Crisis, the telework program will play a vital role for the Agency's COOP by preserving essential Agency, Headquarters, and/or Center functions and providing an option for employees to continue working during times when they may be prevented from reporting to their regular worksite.

9.1.2 COOP supersedes telework policy during an emergency situation. Supervisors may direct employees to telework during a COOP or pandemic health crisis situation. Telework agreements, mandatory training, and other telework policy requirements are not required in these situations.

9.1.3 An employee directed to telework during a COOP or pandemic health crisis situation does not imply that the employee is eligible for participation during nonemergency periods.

## **9.2 Excused Absence, Administrative Dismissal, and Emergency Closings**

9.2.1 One of the major goals of the telework program is to improve continuity of operations during emergency situations that cause a disruption of Government operations, including inclement weather or safety-related events.

9.2.2 Telework-ready employees (i.e., employees on approved telework agreements) are expected to be prepared to work from home during an anticipated weather/safety event and will not be granted weather/safety administrative leave when a weather or safety event can be reasonably anticipated in accordance with 5 CFR pt. 630, subpt. P.

9.2.3 Authorized management officials may grant weather/safety leave to telework-ready employees only when, in the management official's judgement, the event could not be reasonably anticipated or if the supervisor determines that a weather/safety event directly impacts the employee's ability to perform work at the approved alternate worksite.

# Chapter 10. Reporting Requirements

10.1 The Office of the CHCO is responsible for establishing and communicating Agency reporting requirements on the impact of telework on emergency readiness, energy use, recruitment and retention, performance, productivity, and employee attitudes and opinions regarding telework.

10.2 Servicing HR offices will provide the data necessary for routine and situational telework and remote work arrangements for Agency consolidation and analysis as requested to meet Agency and external reporting requirements.

10.3 Reports will be retained for two years.

# Appendix A. Definitions

**Local Commuting Area.** For the purpose of this directive, the area that has been established by the servicing HR office in which employees live and can reasonably be expected to travel back and forth to work on a daily basis.

**Permanent Duty Station (PDS).** Also referred to as the official worksite, is the location where the employee regularly performs work. For most employees, this will be the location of the employing organization's worksite. The PDS is documented on the employee's SF-50. The official worksite or duty station for a remote worker is the place (city/town, county, State) where they are approved to work on a regular basis in accordance with 5 CFR § 531.605.

**Reasonable Accommodation.** A reasonable accommodation is any change made in the work environment to assist a qualified individual with a disability to apply for a job, perform the essential functions of a job, or enjoy the benefits and privileges of employment. Regular Worksite. For the purpose of this directive, the employing organization's worksite/duty station for the employee's position of record; the physical address or place where the employee would work if not a remote worker.

**Remote Work.** For the purpose of this directive, a work arrangement in which the employee works at an approved alternate worksite (e.g. residence) on a long term basis. The employee is not expected to regularly report to the regular worksite at least twice in a biweekly pay period. To be considered remote work, a temporary exception has not been granted and the approved alternate worksite is documented on the employee's SF-50.

**Remote Work Agreement.** A written Agency-approved agreement between a management official and an employee that outlines duties, obligations, responsibilities, and conditions of the remote work arrangement. This agreement is completed and approved by an authorized official before the remote work arrangement is implemented.

**Telework-Ready.** Employees enrolled in the telework program with an approved telework agreement.

# Appendix B. Acronyms

CHCO	Chief Human Capital Officer
CFR	Code of Federal Regulations
CIO	Chief Information Officer
COOP	Continuity of Operations
EEO	Equal Employment Opportunity
HR	Human Resources
HRD	Human Resources Director
IT	Information Technology
NASA	National Aeronautics and Space Agency
NPR	NASA Procedural Requirements
NPD	NASA Policy Directive
OCC	Office of the Chief Counsel
OGC	Office of the General Counsel
OIC	Officials-in-Charge
OPM	Office of Personnel Management
PDS	Permanent Duty Station
SATERN	System for Administration, Training, and Educational Resources for NASA
SF	Standard Form
TMO	Telework Managing Officer
U.S.C.	United States Code